



Special Event Reservation Form

STEP 1

The first step to receiving a permit to host an event within the City of Grand Rapids is reserving the event date and location. To place a hold on a desired date and location, please return this completed form to the Office of Special Events up to one (1) year before your event date. Submitting this form does not guarantee the date or location requested. Due to the increased number of special events and limited site availability, your event may be required to change date(s), location(s), and/or route(s).

Event Name: _____ Reoccurring _____ New _____

Event Day: _____ Event Date: _____

*Site: _____ Start Time: _____ End Time: _____

Estimated Attendance: _____ Facebook/Website: _____

Event Description: _____

Race/Walk? Yes: _____ No: _____ *if yes, list general area* _____

Street Closures? Yes: _____ No: _____ *if yes, list affected streets* _____

Grand Rapids Police Department Presence Requested? Yes: _____ No: _____ **Alcohol Served? Yes: _____ No: _____

Event Organization: _____

Event Coordinator: _____ Email Address: _____

Mobile: _____ Business Phone: _____

Signature: _____ Date: _____

*Events on public property require a \$1,000,000 General Liability Certificate of Insurance. **If you are selling or serving alcohol, a liquor license with an additional \$1,000,000 Liquor Liability Certificate of Insurance is required.

STEP 2

The next step to receiving a Special Event Permit is completing and submitting the Special Events Permit Application found at GRCity.us/specialevents. The application and fee is due no later than 90 days before your event date – late fees will apply. Once your event application has been processed, you will meet with the OSE Review Team. Your Special Event Permit will not be issued until the event application process is completed.

Thank you for choosing to plan your event with the City of Grand Rapids!

Events + People = Community & Vibrancy!

201 Market SW • 2nd Floor • Grand Rapids, MI 49503 • 616.456.3378 • grcity.us • specialevents@grcity.us